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Personnel

EMPLOYMENT AND AFFIRMATIVE ACTION

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SUMMARY OF REVISIONS

This revision is rewritten to provide a broader and more encompassing Air Force statement of equal employment opportunity (EEO).

1. Staffing civilian positions with people who are highly qualified and representative of the civilian labor force is essential to sustaining a superior Air Force. The Air Force will ensure that positions are filled based on merit and qualifications without discrimination because of race, color, religion, sex, national origin, age, marital status, disability, political affiliation, or other nonmerit factors. The Air Force must provide a workplace free of sexual harassment for all employees.
2. Consistent with Equal Employment Opportunity Commission (EEOC) and Office of Personnel Management (OPM) requirements, the Air Force will develop affirmative action programs which represent minorities, women, and persons with disabilities at all grade levels, in every employment category and in every major organizational element.
3. The Air Force will fill positions from any source and at any appropriate grade levels consistent with established Air Force priorities.
4. The Air Force will implement a merit promotion program through which it will identify, evaluate, qualify, and select candidates for promotion using solely job-related criteria based on legitimate position requirements. The merit promotion program ensures the Air Force is able to draw from applicant pools of highly qualified, diverse candidates for promotions to positions at all levels.
5. To prepare candidates for assumption of key managerial positions in support of mission-related needs, all General Schedule (GS)-15 employees; selected GS-14 employees; employees accepting certain career broadening assignments; and interns must agree to be subject to Air Force mobility requirements.
6. The Air Force will recognize individuals who have made significant progress or accomplishments to further the goals of the equal employment opportunity and affirmative action programs.

7. This directive establishes the following authorities and responsibilities:

7.1. The Assistant Secretary of the Air Force for Manpower, Reserve Affairs, Installations and Environment (SAF/MI) is responsible for civilian personnel matters described in Air Force Policy Directive 90-1, *Strategic Planning and Policy Formulation*, paragraph 1.5.2. SAF/MI approval is required before this document is changed, reissued, or rescinded.

7.2. The Deputy Chief of Staff, Personnel (HQ USAF/DP) develops, coordinates and executes personnel policy and approves essential procedural guidance for the management of the Employment and Affirmative Action Program.

8. See **Attachment 1** for measures of compliance.

9. See **Attachment 2** for related and interfacing publications.

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DCS/Personnel

Attachment 1

MEASURING AND DISPLAYING COMPLIANCE WITH POLICY

A1.1. Compliance with Employment and Affirmative Action policy will be measured by comparing the number of minorities and white females in GS-13 through 15 level positions with the number and or percentage of such employees in the civilian labor force (figures A1.1 through A1.3). Data will be measured at the end of each fiscal year using RCS: HAF-DPC(AR)7112, *EEO and AEP Accomplishment Report*.

A1.1.1. Minorities and White Females in GS-13 through GS-15 Positions. These data are measured against civilian labor force data provided by the EEOC based on census information. Male and female employees are compared against their appropriate civilian labor force equivalents. Specific goals for each measurement will be issued annually by HQ USAF/DPC, if necessary. The Federal policy is to have a work force reflective of the Nation's diversity. Consequently, measuring progress towards civilian labor force requirements is the aim of this policy. The most significant issue for Air Force is the number of white females and minorities in GS-13 through GS-15 positions, which is reflective of the "glass ceiling" problem.

Figure A1.1. Sample Metric of GS-GM 13-15 Employees (Black).

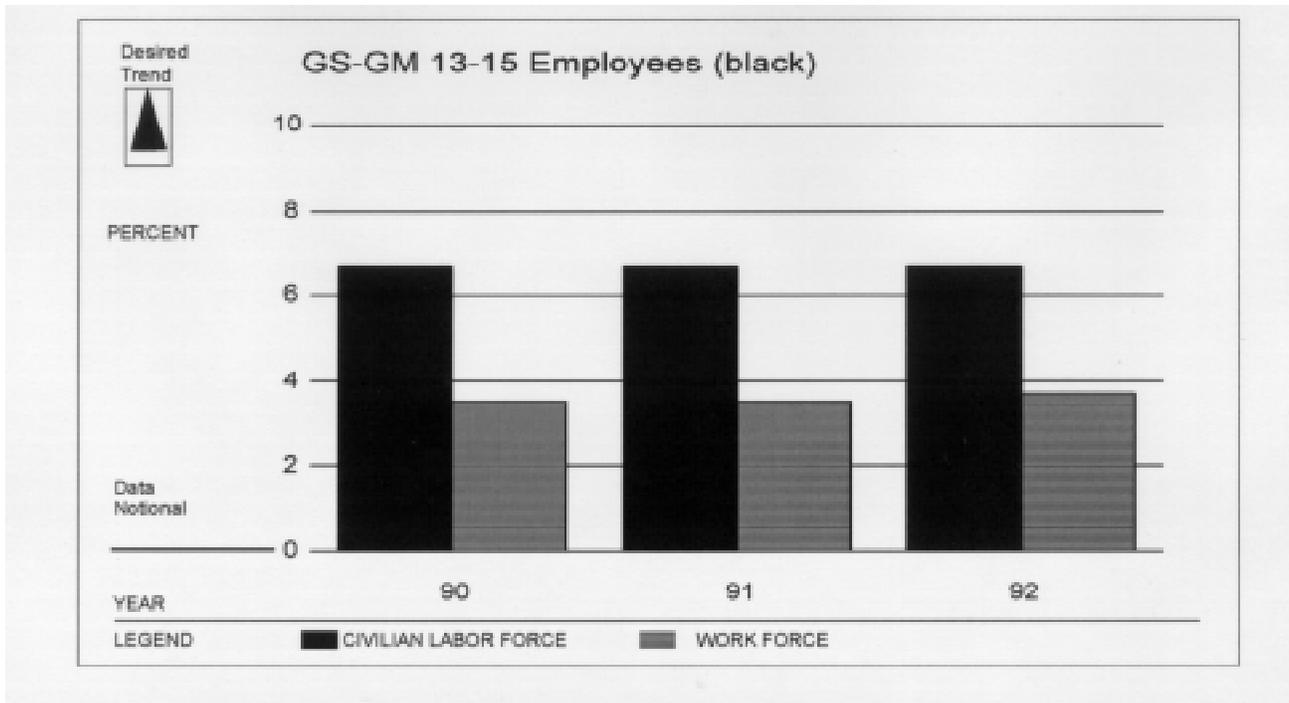


Figure A1.2. Sample Metric of GS-GM 13-15 Employees (Hispanic).

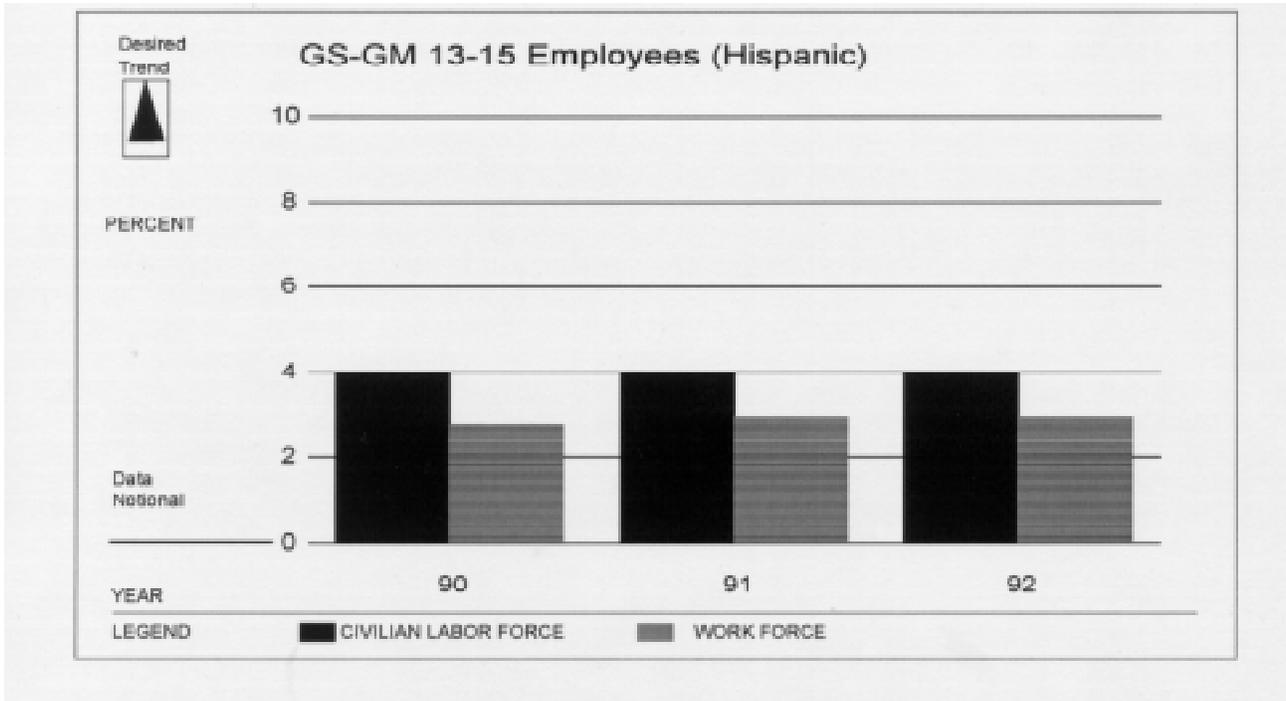
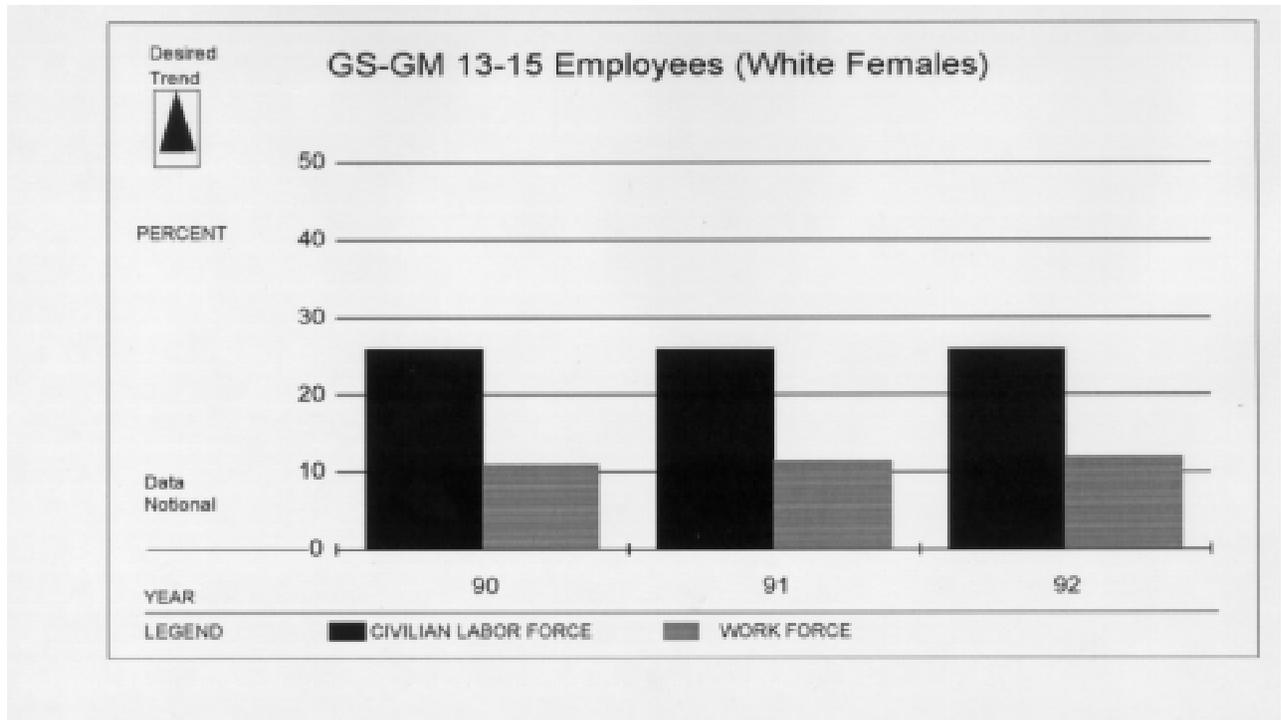


Figure A1.3. Sample Metric of GS-GM 13-15 Employees (White Females).



Attachment 2

GLOSSARY OF REFERENCES

References

Title 5, Part 720, *Affirmative Employment Programs*, United States Code (U.S.C.), consistent with Title VII of the Civil Rights Act of 1964, as amended

Title 42 U.S.C, Section 2000c et seq.

Title I U.S.C, *Americans with Disabilities Act*

Title 42 U.S.C, Section 12101 et seq. of 1990.

Title 5, Part 300, Subpart A, Section 300.103, *Basic Requirements*, United States Code (U.S.C.) and 5 CFR, Parts 316, 335, and 338.

Executive Order 11141, *Declaring a Public Policy Against Discrimination on the Basis of Age*, February 12, 1964

Executive Order 11478 as amended, *Requirements for Federal Agency Affirmative Employment Programs*, 1969

DoD Directive 1400.24, *Civilian Mobility Program*, October 20, 1989

DoD Directive 1440.1 with Changes 1-3, *DoD Civilian Equal Employment Opportunity (EEO) Program*, May 21, 1987

DoD Instruction 1404.12 *Employment of Spouses of Active Duty Military Members Worldwide*, January 12, 1989

DoD Directive 1341.6, *Veterans' Employment Assistance Program*, March 28, 1985

DoD Directive 4205.2, *Acquiring and Managing Contracted Advisory and Assistance Services (CAAS)*, February 10, 1992

DoD Directive 1400.10 with Change 1, *Employment of Foreign Nationals in Foreign Areas*, December 5, 1980

DoD Manual 1400.20-1M with Change 1, *DoD Program for Stability of Civilian Employment Policies, Procedures, and Program Manual*, September 1990

*Equal Employment Opportunity (EEO) Management Directive(MD) 712, *Comprehensive Affirmative Action Programs for Hiring, Placement, and Advancement of Individuals with Handicaps*, March 29, 1983

*EEO-MD-713, *Affirmative Action for Hiring, Placement and Advancement of Individuals with Handicaps*, October 6, 1987

*EEO-MD-714, *Instructions for the Development and Submission of Federal Affirmative Employment Multi-Year Program Plans, Annual Accomplishment Report, and Annual Plan Updates for FY 1988 Through*

FY 1992, October 6, 1987

Air Force Instruction (AFI) 36-202, *Civilian Mobility*, AFR 40-303

Air Force Manual (AFMAN) 36-109, *Filling Positions*, AFR 40-300

AFPD 36-6, *Career Management*

AFI 36-2024, *Staffing Civilian Positions*

AFMAN 36-203, *Staffing Civilian Positions*

* EEO MDs are available through Civilian Personnel Flights.